

CITY ENGINEER

DIRECTOR OF ENGINEERING

Department: Engineering

Classification/Grade: M-4

Division: Administrative

FLSA Status: _____

Reports to: City Manager

Date Approved: _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with specified positions. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Perform highly responsible, supervisory technical engineer work, conducting engineering surveys, collecting data and performing and overseeing drafting and design work, project administration and field and office assignments requiring highly technical engineering skills. Serve at the pleasure of the City, subject to the terms of their employment agreement.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Under the direction of the City Manager, plans and directs the work of the Engineering Department, and manages the City of Mesquite's airport.
3. Certifies all maps per NRS.
4. Plan, organize and direct the activities of assigned departments.
5. Review departmental programs and provide general leadership and direction.
6. Report to and advise the City Manager on pertinent Engineering, and Airport problems.
7. Prepare and recommend ordinances, resolutions and contracts.
8. Conduct staff meetings and agency conferences to consider and determine agency policy issues.
9. Participate in conferences with other government officials to arrive at solutions to mutual problems.
10. Represent the City on or before various outside boards, commission, and civic groups on matters relating to Engineering, and Airport.
11. Direct the preparation and maintenance of necessary records and reports.
12. Attend all City Council meetings and supervisor meetings as required.
13. Participate as City advisor on local committees.
14. Review proposed private development to ensure regulatory compliance of subdivision maps, surveys, parcel maps, tract maps, lot line adjustments, legal descriptions, easements, street vacations prepared by private engineers for the development of subdivisions and work within public rights-of-way. Does final City signature for all maps.
15. Evaluate long-range needs for municipal engineering projects, prepares reports and makes recommendations.
16. Develop engineering and architectural criteria and sustainable guidelines for criteria for the design for City projects to ensure the quality of materials and construction methods.
17. Review and approve plans prepared by private engineers for the development of subdivisions and work within public rights-of-way. Ensures plans are in accordance with applicable laws, codes, ordinances, and City regulations. Reviews commercial, industrial and residential plan checks and plans.
18. Initiate and/or monitor grant funding for various City projects.

19. Make recommendations for consultants when required for technical or administrative services. This includes the preparation of request for proposals, analysis of proposals, negotiations, preparation of contracts, and consultant oversight.
20. Prepare or oversee the preparation of technical staff reports and information items for the City Council, Commissions, City Manager and department heads. Presents reports to the City Council, City management staff, private and public organizations, and boards and commissions.
21. Design various City projects.
22. Respond to citizen complaints and other inquiries from the public, contractors, developers and engineers.
23. Supervise and maintain a sufficient, competent and motivated work force which includes staffing recommendations, selection, training, motivating, developing, and evaluating and employee discipline when necessary.
24. Coordinate acquisition of public lands, environmental studies, habitat plans, prepares application etc. for the City.
25. Be dependable and meet acceptable attendance requirements at all times.
26. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

- A. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Principles and practices of municipal civil engineering related to public works improvements projects design.
- Field engineering, including surveying, inspection, and construction practices.
- Design, specification, construction, operation, and maintenance of complex capital improvement projects.
- Seismic codes and standards for the evaluation of design and construction.
- Federal, state and local laws pertaining to civil engineering and construction contracting.
- Professional, technical, legal, public relations, and financial problems encountered in municipal engineering programs.
- Management principles and practices of organizations, administration, budgeting, and personnel management.

Ability to:

- Communicate clearly and effectively, orally and in writing. Communicate technical matters to a wide variety of individuals.
- Effectively work with a wide variety of individuals possessing excellent negotiating skills and demonstrating political savvy.
- Establish cooperative and effective working relationships with division staff, public groups and organizations, City officials, and other agencies.
- Analyze complex engineering projects and determine the best, cost effective approach.
- Design, estimate, and prepare plans for capital improvement programs.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Effectively plan, assign, and coordinate the work of the staff including professional, administrative and clerical staff in the office and in the field.
- Supervise, organize and review the work of personnel.
- Work irregular hours when emergencies occur.
- Keep records and prepare clear and concise reports.
- Work non-standard hours such as evenings, weekends and holidays.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Master’s Degree in Public Administration or Business Administration or related field. Graduation from a 4-year college or university with a master’s degree in Civil Engineering or related field

Experience: Five years increasingly responsible experience in works/services administration. A Master’s Degree in Public Administration or Business Administration, Civil Engineering or related field will substitute for two years experience.

License or Certificate: Registration as a Civil Engineer in the State of Nevada or ability to achieve such within six months. Must possess at the time employment and continuously throughout employment, a valid Nevada Class “C” driver’s license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion is present due to occasional bending, twisting, reaching, stooping, walking, standing, and climbing ladders. Must be able to handle stressful situations, attend some evening meeting, travel to off-site facilities and must carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
May 14, 2007
July 2008